

NATIONWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>

TITLE 5 EXCEPTED  
VACANCY ANNOUNCEMENT

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ANNOUNCEMENT NUMBER: 18-574T    OPENING DATE: 11-Dec-18    CLOSING DATE: 17-Dec-18

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POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:  
SUPERVISORY CONTRACT SPECIALIST, GS-1102-13, T5200901

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KNOWN PROMOTION POTENTIAL: NONE

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SALARY RANGE:  
\$90,065.00-\$117,086 PH

SUPERVISORY ☒ MANAGERIAL ☐  
NON-SUPERVISORY/NON-MANAGERIAL ☐

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**LOCATION OF POSITION:**

United States Property and Fiscal Office (USPFO) Contracting, PHOENIX, AZ

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date.** The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:** This is a National Guard Title 5 Excepted Service position and is **Open to all US Citizens** Individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicant must provide documentation of awarded Level 2 certification. Applicants must provide transcripts.

**VETERAN'S PREFERENCE:**

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

**REQUIRED DOCUMENTATION:**

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be

evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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### **EDUCATION:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

### **\*\*MANDATORY POSITIVE EDUCATION\*\***

#### **Minimum Requirements for All NG Title 5 Excepted Service Applicants/Candidates**

1. A Bachelor's Degree from an accredited educational institution authorized to grant baccalaureate degrees.

AND

2. At least 24 Semester Hours in any combination/restricted to the following studies: Accounting, Business, Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, or Organization and Management.

Based on the Education and Certification Requirements for this Series, NO Substitutions of Bachelor's Degree Education for Specialized Experiences are Allowed for the NG Title 5 Excepted Service Series GS-1102 Positions.

### **CONDITIONS OF EMPLOYMENT:**

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

### **REASONABLE ACCOMMODATION POLICY:**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered:

YES ☐

NO ☒

PCS may be offered:

YES ☐

NO ☒

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Skilled in applying procedures and directives by reading and interpreting program material.
2. Ability to develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures.
3. Knowledge of Procurement in Pre-Award and Award Contracts, Simplified Acquisition Procedures, Small Business Socio-Economic, Delivery Order / Task Order, Contract Administration, Purchase Card program.
4. Skilled in collecting and analyzing contracting data effectively, efficiently, and accurately.
5. Skilled in presenting formal training presentations and briefings.
6. Ability to communicate clearly and effectively.

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**SPECIALIZED EXPERIENCE:** Must meet positive education requirement. To qualify, candidate must have Level Two Certification awarded. Must have at least 12 months of broadening contracting experiences and competencies that provided an expanded expertise in contracting principles to include Negotiating Contracts and Service, Supply, and Construction Contracts. Must have at least 12 months of broadening supervisory contracting experiences in planning and scheduling work in a manner that promotes smooth flow and even distribution of assigning work requirements. Experiences include training and guiding employees on contracting programs and assigning tasks. Experiences involved balancing contracting work requirements and providing advice, mentoring, and direction on a wide variety of contracting policies and employee performance administrative issues. Experienced in structuring that assignments that created effective and efficient procedures with measured and improved task processes. Supervisory experiences improved training applications and career development resulted in the employees' increased performance values in quality work, timeliness considerations, and work efficiencies. Must have demonstrated supervisory experiences and/or endorsements on mentorship competencies provided to employees. Must have working knowledge of equal employment and affirmative action programs.

**BRIEF JOB DESCRIPTION:** This position is located at the State USPFO Operational Contracting Office which performs a variety of contracting functions for State contracting activities and is responsible for oversight of multiple or unique missions. The purpose is to serve as Chief of the Contracting Office and supervise personnel engaged in procuring various supplies, services, and construction. Plans the overall approach to meet contracting program objectives for procuring a wide variety of requirements. Performs market research/analysis to determine availability of the requirement; analyzes market trends, commercial practices, conditions and technological advances and determines the sources to be solicited. Determines the appropriate method of procurement using a wide range of contracting methods and contract types. Selects appropriate contracting approaches, techniques, and procedures to solve a variety of acquisition problems. Performs acquisition planning, develops market research, acquisition strategy, milestones, evaluation/source selection criteria, and/or incentive or award fee provisions, as applicable. Exercises latitude in dealing with problems arising during the pre-award phase of the procurement action. Plans, oversees, and carries out the work, selecting the approaches and techniques to be used, and determines actions to be taken on assigned contracts. Uses judgment in interpreting guidelines, in adapting procurement procedures to specific situations and in recommending solutions to problems encountered. Provides business advice and assistance to technical personnel involved in the development of the performance work statement/statement of work/statement of objectives or data requirements. Reviews requisition packages for adequacy and compliance with administrative, regulatory, and procedural requirements and consistency with current market practices and conditions. Reviews procurement requests to determine whether, based on market analysis, the requirement can be performed by small businesses; actively solicits Small Businesses and a wide range of socioeconomic groups. Prepares applicable determinations and findings. Procures a wide variety of services, commodities, and/or construction. Applies all statutory requirements including regulations, policies, procedures, business and industry practices, market trends, Government Accountability Office (GAO) and Comptroller General Decisions, public law, case law, and precedents to all acquisitions. Contracts assigned may contain a variety of unique attributes such as special handling provisions or other specialized terms and conditions, unfavorable market conditions, and limited competition or sole source requirements. Ensures the price schedule is properly structured, prepares the solicitation, determines sources to be solicited, issues solicitations and amendments, and determines the acceptability of offers based on an analysis of financial and technical

information gained. Executes post-award contract performance management actions on assigned contracts. Provides oversight, monitors, and evaluates contractor performance for compliance with terms and conditions of contracts and ensures timely submission of technical progress reports and performance metrics. Makes field site visits to detect and/or correct labor standards violations, takes appropriate action to expedite delivery or performance when required by mission changes, monitors the contractors' use of government-furnished property inventories, and issues change orders as necessary. Obtains additional funds or de-obligates funds, as required. Negotiates and prepares contract modifications caused by changes in technical requirements, in quantities, ordering unpriced options, and similar issues. Creates modifications for corrective action. Analyzes price and cost elements of the proposed change(s) and obtains audits when required. Exercises supervisory personnel management responsibilities. Provides supervisory responsibility for subordinate members of the Army National Guard (ARNG) and the Air National Guard (ANG) for the entire state. Supervisory duties constitute at least 25 percent of the time. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives.

**SELECTING OFFICIAL:** Lt Col TRACY REINGRUBER

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